Distributor Resignation Form-089 | Instructions

In response to your request to resign your Distributorship, we have enclosed the form and instructions for completing the resignation process. Please follow these steps:

1. **Required form.** Send in a completed **Distributor Resignation Form-089** (pages 2-3).

   Mailing address. Send your completed Resignation Form, any product submitted for refund, and any other paperwork to:

   AdvoCare International L.P.
   Attention: Resignations
   2800 Telecom Parkway
   Richardson, TX 75082

   You may e-mail a scanned **signed** copy of your completed Resignation Form to **returns@advocare.com**. You may also fax your completed and **signed** Resignation Form to **(972) 665-5224**. Please allow up to 14 business days from the time AdvoCare Returns Department receives your completed paperwork and returned product to handle your request.

> **Resigning Your Distributorship (Policies, Procedures & Compensation Plan)**
>
> A Distributor may resign his or her Distributorship at any time by submitting a signed Resignation Form. If a Distributorship has an Applicant and a Co-Applicant, the Resignation Form must be signed by both parties unless one party desires to continue the Distributorship. If only one party (either Applicant or Co-Applicant) wishes to resign, that party needs to submit a Resignation Form to have his or her name removed from the account.

2. **Product refunds.** First, call or e-mail AdvoCare Customer Service to obtain a **Return Merchandise Authorization Number** required to identify any returned product associated with this resignation request.

   To expedite your refund for any unused AdvoCare products, please include a **Returned Product Inventory List** (page 3) with all returned products. You must include all documentation and materials listed below to be eligible to receive a product refund.

> **Refunds Associated with a Resignation or Cancellation (Policies, Procedures & Compensation Plan)**
>
> Distributors who choose to resign may be entitled to receive a refund for the cost of his or her Distributor Kit, plus shipping and handling*, sales tax (if applicable)** as well as a refund or credit for the unused portion of products purchased from AdvoCare.
>
> *To be entitled to a refund, the following requirements must be met:*
>
> 1. Products must be returned to AdvoCare at the time the Resignation Form is submitted, within thirty (30) days from the time your contract with AdvoCare is terminated or canceled;
> 2. Returned products must be accompanied by a Returned Merchandise Authorization (RMA) number provided by AdvoCare Customer Service, an inventory list of product(s) returned; and
> 3. Returned products must also appear in the order history of the Distributor.
>
> *Product refund process:*
>
> - Unless specifically traceable from the order history, the refund amount is based upon the retail price at the time the product is repurchased minus the applicable Distributor discount, plus shipping and handling* and sales tax (if applicable)**.
> - Product refunds are processed in the same form of payment as the product purchase. If you have since closed such an account, AdvoCare will refund any amount owed, through AdvoCare RapidPay. Any funds owed to AdvoCare at the time of resignation will be deducted from any potential refund or compensation.
> - Any product returned that does not meet the criteria listed above shall not be eligible for a refund. All product returned to AdvoCare with a resignation shall be retained by AdvoCare, regardless of whether the return meets the criteria for receiving a refund.
>
> * Refunded shipping costs are calculated as the lesser of 5% retail value of the items returned or $75, but no less than the current standard flat shipping rate.
> ** This requirement is not applicable to residents of Maryland, Wyoming, Georgia, Massachusetts and Puerto Rico.

AdvoCare Customer Service | 1-800-542-4800

Distributor Resignation Form-089

◆ Return Merchandise Authorization No.
◆ Distributor ID

To process the resignation, we must receive pages 2-3 of the completed Resignation Form, signed by the Distributor and any Co-Applicant:

By Mail:
AdvoCare International, L.P.
Attention: Resignations
2800 Telecom Parkway
Richardson, TX 75082

or *By Fax:*
(972) 665-5224

or *By E-mail:* returns@advocare.com

ADVOCARE INDEPENDENT DISTRIBUTOR INFORMATION – Please print

◆ Applicant Name (First, Middle, Last)	◆ Distributor ID
Co-Applicant Name (First, Middle, Last)	

REQUIRED RESIGNATION INTENTION

Please check the appropriate resignation intention:

☐ **Applicant and Co-applicant Resignation**
*Signature **required** by **both** Applicant and Co-Applicant. **Distributorship will be closed.***

☐ **Applicant Resignation**
*Signature **required** for the Applicant. **If Co-Applicant remains on the account, the Distributorship will continue in that party's name.***

☐ **Co-applicant Resignation**
*Signature **required** for the Co-Applicant. **The Distributorship will continue under the Applicant's name.***

REASON FOR RESIGNATION

Please indicate your reason(s) for resigning your Distributorship with AdvoCare International, L.P. below:

Please explain:

☐ Divorce
☐ Expenses
☐ Lack of Sales
☐ Product Results
☐ Dissatisfied with Product
☐ Dissatisfied with Policies
☐ Other Reason

REQUIRED SIGNATURES

I HAVE READ AND UNDERSTAND THE INSTRUCTIONS (PAGE 1) AND ACKNOWLEDGE THAT MY DISTRIBUTORSHIP RESIGNATION IS EFFECTIVE AS OF THE DATE SHOWN NEXT TO MY SIGNATURE (PAGE 2).

If both Applicant and Co-Applicant intend to resign, both parties must sign below. If only one party resigns, the Distributorship will continue under the other party's name.

Applicant Signature	Date	Co-Applicant Signature	Date

◆ **Indicates a required field.**

◆ Return Merchandise Authorization No.
◆ Distributor ID

◆ Have you returned or do you intend to return any product for a refund? ☐ Yes ☐ No

(For more information, see Section 14.2 of the Policies, Procedures & Compensation Plan on page 1 of this Form.)

RETURNED PRODUCT INVENTORY LIST

Product Name	Product Code	Quantity Returned

Please note that all product returned to AdvoCare shall be retained by AdvoCare, regardless of whether the return meets the criteria for receiving a refund.

Unless specifically traceable from the order history, the refund amount is based upon the retail price at the time the product is repurchased minus the applicable Distributor discount, plus shipping and handling* and sales tax (if applicable)**. Product refunds are processed in the same form of payment as the product purchase. If you have since closed such an account, AdvoCare will refund any amount owed through AdvoCare RapidPay. Any funds owed to AdvoCare at the time of resignation will be deducted from any potential refund or compensation.

* Refunded shipping costs are calculated as the lesser of 5% retail value of the items returned or $75, but no less than the current standard flat shipping rate.

** This requirement is not applicable to residents of Maryland, Wyoming, Georgia, Massachusetts and Puerto Rico.

By signing this form, you agree that all of the above product return information is complete and accurate.

Applicant Signature	Date
Co-Applicant Signature	Date

Please complete and include this form with your Distributor Resignation paperwork and any product being considered for refund to:
AdvoCare International, L.P., Attention: Resignations, 2800 Telecom Parkway, Richardson, TX 75082.

◆ **Indicates a required field.**